

Finance and Administration Assistant – part time

Updated May 2020

Integrity Action is seeking to appoint an enthusiastic Finance and Admin Assistant who will be excited to support the organisation in whatever way they can. The perfect candidate will be very well organised and brimming with common sense.

Place:	London Bridge, London
Salary:	£27,900 pa based on 35 hours per week (equates to £16,740 for 21 hours per week)
Reporting to:	Head of Finance and Resources
Management responsibility:	None
Job type:	Part time (21 - 28 hours per week), permanent
Deadline:	5 June 2020

Integrity Action would be open to supporting the Finance and Administration Assistant through an appropriate structured course of study, such as a relevant Apprenticeship or Financial qualification.

About Integrity Action

Integrity Action works with communities in developing countries to promote integrity-based values and behaviours through collaborative problem solving, supported by an autonomous and transparent tech tool (<http://www.developmentcheck.org/>). The tech tool is used by citizens to drive value for money and report the percentage of problems resolved to their satisfaction.

Our approach helps communities take ownership of local development projects and supports constructive engagement between citizens, the private sector, development sector and public officials to work together on improving the provision and performance of services and infrastructures delivered in communities. Our mission is to empower citizens to act with and demand integrity, actively taking part in building institutions to promote a state that is open, accountable and responsive to their needs and expectations. In the past decade, Integrity Action have trained and supported citizens to voluntarily monitor services in their communities as a means to promote greater government accountability and responsiveness, ultimately improving services.

Our Community Monitors are people living in communities where projects are implemented. They come from all walks of life regardless of sex, age, gender, sexual orientation, background or economic status and are selected by and from among their peers on the basis of their attitude and aptitude, as well as a commitment to integrity and the public welfare of their community. Read more on our website:

<https://integrityaction.org/>

Purpose

To work closely with the Head of Finance and Resources to provide operational support to all areas of the organisation (finance, administrative, HR, legal and internal IT).

Key responsibilities

Finance related (approximately 1/3 of the role)

- Record and accurately code all financial transactions on our accounting system (Aqilla)
- Ensure all invoices, payroll, taxes, staff expenses, staff advances and credit card payments are properly authorised and appropriate evidence is obtained
- Ensure all creditors are paid within their credit terms
- Prepare bank payments and transfers at least once a week
- Manage and reconcile petty cash monthly
- Reconcile all bank accounts monthly
- Update exchange rate information in the accounting system monthly
- Ensure all filing is up to date (physical and electronic)
- Assist with monthly management reporting and monitoring of budgets
- Help with the annual audit and donor specific audits
- Assist with donor reporting
- Perform IATI reporting as required

Office administration and general duties (approximately 1/3 of the role)

- Keep track of office stationery and supplies, and purchase more as required
- Maintain fixed asset register if required
- Help to maintain a tidy and well organised office environment
- Collect and open post, ensuring it is dealt with appropriately
- Ensure all staff records are up to date including contracts, sickness and holiday records, travel log
- Maintain a list of key contacts
- Liaise with suppliers and the office management company as required
- Book rooms for meetings as required
- Ensure health and safety, first aid and fire regulations are followed
- Assist with other tasks, including for the Operations Team as required

Governance related tasks (approximately 1/3 of the role)

- Provide administrative support to the Board and committees – ensuring that the meeting cycle runs smoothly, servicing meetings and acting as a key point of contact and liaison between trustees, volunteer committee advisory members and the organisation.
- Provide administrative support to the Chief Executive and other members of the senior management team

We are a small, friendly team and all staff are expected to support each other to the best of their abilities.

As an inclusive organisation, we encourage applicants from different backgrounds with different experiences and skills to join us.

Candidates must be eligible to work in the UK.

Essential Experience and Skills

- Competent in excel and word
- Good problem solving skills
- Good communication skills and able to support non finance staff

Desirable Experience and Skills

- Experience of using Aqilla or a similar accounting system
- Previous experience of working in a small finance function including processing of payroll, PAYE and NIC, making payments, managing petty cash, adhering to proper controls and processes

Personal Qualities

- Lots of common sense and initiative
- Able to work with minimal management
- High attention to detail and accuracy
- Flexible with a practical, can-do attitude
- Highly motivated and enthusiastic
- Positive, resilient and supportive of others

Other Information

The holiday entitlement is 28 working days per year, plus 8 public holidays (pro rata for part time role = 21.6 days pa).

All employees are eligible to join the NEST pension scheme to which the organisation will make a matched contribution of up to 5% of salary.

Normal office hours are Monday to Friday, 9.00 am - 5.00 pm though staff can vary their start and finish times between 8.00 am - 4.00 pm and 10.00 am - 6.00 pm.

COVID-19 update: At present, all staff are working from home and this provision will be reviewed as the situation develops.

To Apply: Please submit a CV and covering letter to info@integrityaction.org, detailing your interest in the position and any relevant experience. Please note, any interviews will necessarily take place remotely due to the current 'lockdown' restrictions, but we will work with candidates to ensure this doesn't disadvantage them in any way.